



# Indiana Department of Homeland Security

## Information Bulletin

Date: October 2, 2012

Bulletin No: 12-008

To: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All Emergency Management Directors

From: Gerri Husband  
Director, Field Services Division  
Indiana Department of Homeland Security

Subject: EMA Conference Calls

### PURPOSE

The purpose of this informational bulletin is to provide guidance pertaining to the reoccurring EMA conference calls, which take place the last Wednesday of every month. Recent changes to the call-in numbers, for access to the conference calls, have resulted in some connectivity problems for many participants. The previously disseminated Outlook calendar appointment for the reoccurring conference calls, currently on the EMAs' calendars, needs to be deleted. All individual emergency management agencies and emergency management directors must follow the steps below to delete the current appointment, which contains old conference bridge numbers, in order to receive a new appointment with the correct conference bridge access numbers. These steps should be completed no later than October 12, 2012. A new calendar invite, which will contain the correct call-in and access numbers, will be sent out by Karen Allen on October 15, 2012, prior to the October conference call.

### CONFERENCE DELETION STEPS:

1. Open calendar program,
2. Locate and open the EMA Conference Call appointment
3. A pop-up window labeled "Open Recurring Item" will open; click on "Open the series;" then click "OK"
4. Once the appointment has opened, click the "Delete" icon on the upper-left side of the appointment window
5. A pop-up window labeled "Confirm Delete" will open; click on "Delete without sending a response"
6. The process is complete.

Any questions pertaining to this information bulletin may be directed to Karen Allen, Field Staff Secretary, IDHS, at [kallen@dhs.in.gov](mailto:kallen@dhs.in.gov), or Gerri Husband, Director of Field Services, IDHS, at [ghusband@dhs.in.gov](mailto:ghusband@dhs.in.gov).